

Cascade County

Job Vacancy Announcement

Position: Clerk	Closing Date: March 17, 2016
County Department: Treasurer	Dept. Admin.: Jamie Bailey
Type of Position: Full-Time	Salary: \$11.00 per hour Must join Teamsters Union
Applications available at Cascade County Human Resources Department, www.cascadecountymt.gov or Job Service. All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.	

POSITION DESCRIPTION

The Treasurer’s Clerk performs clerical and secretarial duties such as filing, typing, data processing, answering phones, and customer service; accepts payments for both property taxes and motor vehicle transactions, updating customer, vehicle and property records; requires upholding both county statutes and state laws; handles both mail and e-mail transactions and performs other related duties as assigned.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Processes credit card, check, and cash payments for taxes on real estate, mobile homes, and personal property; prepares single movement permits for mobile homes; corresponds by mail with tax payers; prepares and processes mobile home titles for transfer of ownership; prepares and processes documents for mobile home detitles and retitles; prepares documents for tax protests; processes credit card, check, and cash payments for all motor vehicle transactions, including yearly registration renewals, reprinted registrations and reprinted receipts; answers phone line; prepares and processes title work for newly purchased cars, trucks, motorcycles, trailers, boats, ATVs and recreational vehicles from both private parties and dealerships nation-wide; processes and distributes temporary registrations for all types of vehicles and trailers; processes and order personalized plates for customers; files liens on all vehicle types; maintains files for motor vehicle documents; verifies eligibility for military exemptions; verifies residency for the State of Montana; verifies specialty plate eligibilities, such as firefighter plates, disabled veteran plates, purple heart plates, handicapped plates, and veteran plates; processes the purchase of GVW for semi-trucks; verifies form 2290's for highway use taxes paid; maintains working files for title work with problems; answers and assists customers with title questions, vehicle questions, and forms.

Knowledge and understanding of: Basic computer functions and money handling.

Skills in: Data entry; 10-key, and customer service.

Ability to: Establish effective working relationships with co-workers, supervisors, and public; deal effectively with difficult people and situations; pay attention to detail and accuracy; interpret and apply laws, policies, and procedures; evaluate situations and make good decisions; deal with stress; communicate effectively both orally and in writing; follow verbal and written instructions; review written materials; perform job duties with minimal supervision; Lift boxes of plates and reams of paper; maintain strict standards of confidentiality; work in a business environment according to all professional standards of ethics, legal procedure, and decorum; work as a member of a team; observe established work hours; be punctual; be courteous to both customers and co-workers.

EDUCATION AND EXPERIENCE

The above knowledge, skills, and abilities are acquired through a combination of education and experience. Applicants must submit answers to supplemental questionnaire and required tests: Data entry (min 4500 KSPH) and 10-Key (min 4000 KSPH). Tests available at Job Service and scores must be current within the last six (6) months. A minimum of two years’ experience in retail preferred.

*** APPLICATION PACKET REQUIREMENTS

Each applicant is required to provide the following:

- ❖ Completed Cascade County Employment Application
- ❖ Data entry test (min 4500 KSPH) (current within last 6 months)
- ❖ 10-Key (min 4000 KSPH) (current within last 6 months)
- ❖ Answers to supplemental questionnaire (located on page 2 of vacancy announcement)

The successful applicant must serve a 6 month probationary period, join the Teamsters Union, and may have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the county.

Notice to Applicants: Applicants who are claiming Veteran’s or Handicap Preference **must** provide a DD-214 Discharge Document (**Part 4**) or DPHHS Handicap Certification **and** Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant’s ability to compete in the recruitment and selection process or an employee’s ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

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Cascade County

Supplemental Questionnaire

Instructions:

Please answer the two supplemental questions below.

This will allow you an opportunity to present more complete and specific details regarding your qualifications.

Your response must be printed clearly or typed on standard 8" X 11" white paper with your name and position applying for printed or typed on top of each page.

Each answer may be no more than 500 words in length, preferably less. Your answers should be clear and concise as the hiring team will view your answers as a sample of your written communication skills. This supplemental is reviewed separately from the county application and is part of the evaluation process. Your answers must be complete as the hiring team will not refer back to the resume or application.

- 1. Describe in detail a personal experience providing customer service where the outcome was positive.**
- 2. Describe in detail a personal experience providing customer service where the outcome was negative.**